



## CITY OF STAYTON

### REQUEST FOR A PRE-APPLICATION MEETING

APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

CONSULTANTS: Please list below planning and engineering consultants.

#### PLANNING

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

#### ENGINEERING

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

LOCATION: Identify the location of the property (street address or, if not addressed, the Marion County Assessor's tax lot number, and the closest intersecting streets):

Street Address: \_\_\_\_\_

Assessor's Tax Lot Number: \_\_\_\_\_

Closest Intersecting Streets: \_\_\_\_\_

EXISTING ZONE: \_\_\_\_\_

EXISTING COMPREHENSIVE PLAN DESIGNATION: \_\_\_\_\_

NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

TYPE OF APPLICATION ENVISIONED: ☐ ANNEXATION ☐ CONDITIONAL USE ☐ PARTITION

☐ SITE PLAN REVIEW ☐ SUBDIVISION ☐ MASTER PLANNED DEVELOPMENT

The applicant should provide a map(s) that allow staff to understand the general aspects of the proposed development. Maps do not need to be professionally prepared, but it is recommended they be drawn to scale. Maps should show:

- 1) The approximate topography
- 2) Approximate location of any existing buildings or proposed buildings.
- 3) The approximate location of all proposed driveways, sidewalks and parking facilities.
- 4) The approximate location of all proposed landscaping.
- 5) Approximate location of any proposed land divisions.

Please provide a brief narrative statement detailing the proposed uses for the site.

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Pre-application meetings are held on Tuesday afternoons. A meeting will be scheduled upon submission of this form with the above materials to the City Planner at least 7 days prior to the meeting. The meeting shall be scheduled no more than 14 days after the City Planner has determined adequate information has been submitted.